

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

	Attention: Scheduling S	Section.	A Arteriacy Actanta, Georgia, 30354.			
FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE			
70	olication Date	Georgia Ports Authority	Application Number			
6/27/79		Operations Division, Container Central	79-128			
Application Number		Post Office Box 2406	Date Received Date Completed			
	68	Savannah, Georgia 31402	JUL 5 1979 JUL 2 0 1979			
2. Person to Contact		Working Title Telephone Number Container Central Manager 964-1721, # 343				
-	E. Pat Ward Action Requested					
J.	Action requested					
		Amend Application No Check One: _ Change; _ Supercede; _ Void				
₹.	Dates of Series	5. Records Saries Title (followed by title used in office; if di				
E2	rliest Latest		j			
	1964   To Date	Truck Dispatch Logs				
5.	5. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.  The Container Central Manager is responsible for the overall operation of the Container Central Complex and Field Division. Engages in a variety of planning activities, analyzes ship schedules, container volume, growth, recommends construction, sets internal operating procedures, maintains liaison with all segments of shipping industry.						
7.	Record Series Description  This file contains the following documents (include form numbers and titles, if any):  Attach samples of the file.					
	Documents relating to:	Scheduling containers to be picked up by	individual truck lines.			
	Dispatch logs are forms with times indicating when the truck lines were notified.		ing when the truck lines			
<u> </u>						
}						
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	File is arranged:	Chronologically				
8.	Monthly Reference Rate	How often are records referred to which are:				
		$\frac{2}{1}$ ; Seven to twelve months old $\frac{8}{1}$ ; Thirteen to $\frac{2}{1}$ ?	a twenty-four months old;			
9.	Annual Rate of Accumulation Letter-size drawers	n of Records; Legal-size drawers; Shelves;	Other (specify) 12 legal boxes			
, ,						

(Over)

		column)						
a. Is this the offi	cial copy of the series?							
b. Does the series		on requiring security handling? If yes, cite	law or regulation.					
	C. Is this a vital record?							
	d. Does this series have historical or long term research value? Long term research value.							
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?  X f. Is the information contained in this series ever published? If yes, attach copy.								
					g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  × If yes, attach copy.			
					h. Is there a duplication of this series in your office, or in another office or agency?  × If yes, where?			
× i. Is this series (or a major portion of it) regularly microfilmed?								
	d series result in a computer orig							
11. Retention Requirements	The following requi	ires the series to be kept:						
a. State Law		A . A A handa	i.					
5. Statute of limitation	years.	d. Audit period  e. Administrative need						
c. Federal law		f. Faderal retention instructions						
	سبور والتسبيد والمتحدث والبياني أوارا والسروون		- Feet J.					
Attach copy or excerpt of I	laws or regulations. Explain adm	inistrative need.						
•			:					
<u>i</u>								
			· · · · · · · · · · · · · · · · · · ·					
12. Approved Disposition Insti	ructions This agency recomm	nends that the file series be cut off at the er	d of each:					
	☐ Calendar Year; (	☐ Fiscal Year; ☑ Othermonth	tnen,					
Hold in the current files area 6 month(s) year(s); then								
	g area, hold $\frac{3\frac{1}{2}}{2}$ year(s							
ł	ds Center; holdye	ar(s); then						
•	ves for permanent retention.							
☐ Other (Specify)		A many many that the state of the						
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These instructions apply to	all prior and future accumulation	ons of the series						
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Agency Head/Designee /Signa	ture) Date	Records Management Officer (Signature	Oate					
-86)/1/a. (	6-29-79	Caral March	6-27-79					
		way really	the state of the s					
Recommendations in para-		State Records Committee (Sign	ature) Date					
graph 12 are approved.	State Auditor/Designee	hand had	7-18-79					
(If disapproved, attach letter	/ XAR	0						
of explanation.)	Secretary of State/Designee	Carrel Host	7-16-79					
	Attorney General/Designee	Model	7-18-79					
	1 Arrotties Ceneral/Designes	1100 None	1///					